

## **Request for Quote (RFQ)**

**Date:** November 14, 2014

**Subject:** RFQ Reference Number: 2194.1

Title: Chlorinated Biphenyl Congeners by CBC01.2 with SEDD and Excel Deliverable

Method: Chlorinated Biphenyl Congeners Statement of Work – CBC01.2

### **Purpose:**

The Laboratory is requested to perform the following analyses under the Statement of Work (SOW) CBC01.2. Unless specifically modified, all analyses, Quality Control (QC), and reporting requirements specified in SOW CBC01.2 remain unchanged and in full force and effect. The number of samples requested in this RFQ is not guaranteed.

*Please note that accepting an RFQ is voluntary, and that the Laboratory is not required to accept the analysis. There will be no adverse effect to the Laboratory for not accepting the RFQ.* However, once the Laboratory is awarded the project, it shall perform the analysis in accordance with all modifications specified in this document and as specified in SOW CBC01.2.

The Laboratory is requested to review the modification described herein, determine whether or not it shall accept the requested analyses, and complete the attached response form. The Laboratory shall provide comments in response to the required changes in the designated area, in order to ensure that the analysis can be completed in accordance with the specifications described herein.

The Region has 30 calendar days from the date of data package submittal to accept or reject the data package. Payment will be made within 30 calendar days of acceptance.

### **Modification to the SOW Specifications:**

The Laboratory shall analyze samples using the parameters, sample preparation method, sample clean up method, detection limits, and reporting limits from SOW CBC01.2 Exhibits C, D, and reporting requirements per Exhibits B and H.

**Note the QC limits defined in Table 6 of CBC01.0 (based on Method 1668A) will be required.**

For each matrix and extraction/cleanup procedure, the Laboratory shall carry out an MDL study meeting the requirements in 40 CFR Part 136, Appendix B, for each target compound. The MDLs for target compounds determined by these studies will be less than the CRQL listed for that CB Congeners and matrix in Exhibit C of SOW CBC01.2. Summary MDL data for all target compounds from the MDL study is required to be provided upon the request of EPA.

Under the SEDD 2a deliverable, Homologues, Total PCBs (CAS# 1111-11-1), and TEQ (CAS# 2222-22-2) shall be included for both ReportedResult and Analysis/Analyte nodes under SamplePlusMethod node for each reported sample, LCS and Method Blank.

The Laboratory will document all SOW non-compliances in the SDG Narrative. The Narrative will be submitted as part of the deliverable.

### **Reporting Requirements to the Region:**

The Laboratory will be required to **submit both a Complete SDG File (CSF) and electronic deliverable of analytical results in Excel (see attachment for an example)** to the Region. Each delivery package will be comprised of all report forms required for all target compounds as specified in CBC01.2 Exhibit B.

1. Reporting of all data should be done by Case Number and SDG Number.
2. DC-1 and DC-2 Forms should be submitted for each SDG. The data package should be paginated for easy cross reference between the table of contents and relevant portions of the data.
3. Hard copies of the data and EDDs shall be provided in the time specified. If one of the items (EDD or hardcopy) is delivered on a later date, the Data Receipt Date (DRD) for the SDG will be the later of the two dates.

### **Reporting Requirements to SMO:**

The Laboratory will be required to submit both an Electronic Data Deliverable (EDD) according to Exhibit H of the SOW, and a copy of the CSF in PDF Format via EXES. **Concurrent data delivery to the Region and SMO is required.** This includes the submission of both the EDD and the PDF of the CSF.

**SEDD 2a Deliverable:** The Laboratory will be required to utilize the EXES system to perform self-inspection prior to data submission. The EXES system can be accessed at:  
<https://epasmoweb.fedcsc.com/smoportal>.

SMO has provided the Laboratory with a User ID/Password for accessing this system. For further questions regarding the EXES system, the Web site, or login accounts, please contact [CCSSupport@fedcsc.com](mailto:CCSSupport@fedcsc.com).

**PDF via EXES:** The Laboratory shall upload a copy of the Complete SDG file (CSF) in PDF format via EXES at: <https://epasmoweb.fedcsc.com/smoportal> and follow the naming convention of the PDF file. The format of the PDF file name should be Case Number\_SDG Number\_Contract Number\_Submission type. For example: 40000\_AB123\_EPW05000\_FS.

Please use the following identifiers for submission type:

First Submission = FS

Replacement Submission = RS (if you have to send in a complete replacement of the first submission PDF)

Reconciliation Submission = R# (# representing the recon submission number – for example the first recon will be R1)

Additional Data Submission = A# (# representing the additional data submission number - for example the first additional data will be A1)

The project shall be identified by the Laboratory on all deliverables using the Case Number and the SDG Number.

All hardcopy and electronic data shall be adjusted to incorporate modified specifications. If problems occur with incorporating the method modifications into the hardcopy and/or electronic deliverable, the Laboratory shall contact the Regional TOPO for guidance.

The sample data package is expected to be complete at the time of delivery. However, if the sample data package contains errors or omissions or requires further clarification, the Contractor must respond within seven (7) calendar days to requests for additional documentation, information, or explanations that result from the Government's inspection activities.

Additionally, where re-extraction/reanalyses are requested as a result of the Government's inspection activities, the complete data package associated with these analyses must be submitted within seven additional days of the prescribed turnaround time.

**A reduction in cost of 2% per day will be applied to all billable samples that are late. For example, if a billable sample is 1 day late, a 2% reduction in cost will be applied. If a sample is 10 days late, a 20% reduction in cost will be applied. The maximum total deduction will not exceed 50% of the per sample cost, which is the penalty for being 25 days late. The Laboratory Receipt Date, Data Due Date, and the Data Received Date on the SDG Tracking System (STS) will be used to determine the status of the deliverable.**

**Any Laboratory with data that is more than 25 days late will automatically be placed on a temporary Sample Scheduling Hold during which the Laboratory will be ineligible for new call orders. The Laboratory will also be required to submit a Corrective Action Plan (CAP), per the direction of the BPA Contracting Officer (CO) or Contracting Officer's Representative (COR). At its discretion, EPA may take additional measures such as terminate the call order or cancel the BPA in response to data that is more than 25 days late.**

**Please note that a Laboratory with late data may be eligible for a waiver if the lateness is the result of factors beyond the laboratory's control. Please contact the BPA COR with any questions regarding waiver eligibility.**

**Additionally, please note EPA captures vendor past performance in the Contractor Performance Assessment Reporting System (CPARS). BPAs may be evaluated in CPARS depending on the dollar amount performed, at the end of the BPA period of performance."**

The Laboratory shall not include data for different statements of work in the same SDG. Dioxin and Congeners must be reported in different SDGs with unique SDG names.

**The Laboratory shall include the RFQ Reference Number 2194.1 on each hardcopy data form under the "TO No.:" header appearing on each form as well as the data element "ClientMethodModificationID" under the "SamplePlusMethod" node of the EDD. The Laboratory shall also document the RFQ Reference Number and the Purchase Order Number on the SDG Coversheet.**

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**Clarifications/Revisions to the RFQ for Modified Analysis:**

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**Laboratory Name:**